



To: Board of Assessors

From: Marilyn H. Browne, Chief, Bureau of Local Assessment

Date: February 4, 2008

Topic: **2008 EQUALIZED VALUATIONS**

SALES REPORT SUBMISSIONS ARE REQUESTED

The Bureau of Local Assessment (BLA) will determine Equalized Valuations (EQVs) for each municipality as of January 1, 2008 as required by M.G.L. Ch. 58, §§ 9 - 10C. For that purpose we request that property sales reports be submitted to BLA electronically (see attached sample) by those communities in a non-certification year for FY2008. Assessors should submit the LA-3 property sales report for all sales over \$1,000 (not time adjusted) that occurred during calendar year 2006. Current year assessed values must reflect FY2008 (as of 1/1/2007) values. Non-arms length codes must be reviewed and changed to reflect the 1/1/2007 assessment date (use codes designed for certification review). If your community had less than 20 arms-length residential sales in 2006, submit calendar year 2005 sales in addition. The 2005 sales report should also reflect FY2008 assessed values. In order to complete the EQV program in accordance with the statutory deadlines we must adhere to the following schedule:

Equalized Valuation Statutory Deadline Dates		
February 29, 2008	Assessors	Submit property sales report
June 1, 2008	BLA	Mails proposed EQVs to communities
June 10, 2008	BLA	Completes public hearings on proposed EQVs
July 20, 2008	BLA	Completes any EQV revisions and notifies communities
August 10, 2008	Municipality	Appeals proposed EQVs to Appellate Tax Board
January 20, 2009	Appellate Tax Board	Completes action on appeals
January 31, 2009	BLA	Submits EQVs to the Legislature

As in the past, sales reports can be submitted electronically to bladata@dor.state.ma.us, indicating clearly in the subject memo that these sales are for the EQV program. However, as an alternative, we encourage assessors to use the Division's new online service by directly uploading the sales report into [DLS Gateway](#) (see attached instructions issued by David Davies, Director of Information Technology).

Fax or mail in the signed Sales Report Submission Summary (see attached) to the Bureau of Local Assessment. Failure to provide the requested information can lead to a forfeiture of a community's appeal rights.

Sales Reports and Submission Summary Form must be submitted by **February 29, 2008**. If you have any questions please contact James Paquette at (617) 626-2395 or Donna Demirai at (617) 626-2391.